



RI-480 Emergency Action Plans RI Update Review

STOTM January, 2010



RI-480, Emergency Action Plans

Employee Actions during emergencies are a critical component in overall refinery safety. This Refinery Instruction has been updated to provide you with improved emergency response tools, primarily in the area of Shelter-In-Place situations.

In response to findings from recent Shelter-In-Place (SIP) drills some important changes have been implemented. Our expectation is for all work groups to review this STOTM and understand the changes to RI-480.





RI-480...What's New?

Note: Slides three through five contain new information and are labeled "What's New?". Slides six through end contain review information and are labeled "review".

- A SIP checklist has been developed so that any Chevron employee can act as SIP leader or Warden, in a SIP situation.
 - The first Chevron employee to the SIP locker can follow the checklist, acting as SIP Warden. This eliminates the need to wait for, or establish who is, the senior supervisor in the building.
 - Click [here](#) to view the SIP checklist.
- A Standard SIP locker will be installed in all SIP buildings containing: a SIP checklist, a reflective vest, duct tape and an air horn to call to attention those who may not be aware of an emergency situation. Large assembly SIP buildings will also contain a bull horn for public address purposes.



RI-480...What's New?

- SIP buildings will be divided into the following Levels:
- Level 1: Local SIP buildings
 - Designated small to medium size office buildings or trailers.
 - Standard SIP locker contents.
- Level 2: Plant control rooms
 - Standard SIP locker contents.
 - SIP warden to obtain a plant radio for in-plant communications.
- Level 3: Large assembly SIP locations
 - Standard SIP locker contents.
 - Bull horn or similar PA device for addressing large groups of people.

RI-480 3.4 Shelter-in-Place (SIP) duties... What's New?



Any Chevron employee can act as SIP Warden and begin following the SIP checklist (Appendix VI), located in the locker, until the Building Owner or Alternate can take over as Warden (preferred SIP Warden).

The Warden shall take charge of the assembly sign-in sheet and shall report the following information by calling ext. 2-5516:

1. Your name and location (Warden)
2. How you may be contacted
3. Number of persons assembled
4. Names of any missing personnel

Note for all Employees and Contractors: Get yourself accounted for

- 1. Get your name on the local assembly sign in sheet**
- 2. Notify your supervisor either directly or via voicemail.**

RI-480.3.0 Shelter-in-Place (SIP) (review)



When the Refinery-Wide Emergency Action Plan is activated all personnel move to a designated shelter-in-place (SIP) facility immediately upon hearing the siren or bell.

- Operating personnel will follow the local Emergency Action plan.
- Non-operating personnel will proceed to the nearest designated SIP facility that can be reached safely.
- Personnel in motorized vehicles, on bicycles, or on foot will proceed to the safest designated SIP facility unless the route will take them through a hazard. Personnel should not attempt to start their vehicles. Unless they know it is safe.



RI-480.4.0 Evacuation (review)

4.0 EVACUATION

4.1 Any supervisor or Head Operator is authorized to issue the order to evacuate if they recognize a serious risk is minimized by evacuating.

4.2 If the emergency situation makes evacuation to a designated assembly area a safer solution than sheltering in place and presents less of a hazard to people than sheltering in place, then institute evacuation procedures. If possible, use portable radios, telephones, Net 1D, and the Refinery Wide Alarm/Public Address system.

RI-480.5.0 Responsibilities for Local Emergency Action Plans (review)



5.1 The building or plant proprietor is responsible for maintaining an updated Emergency Action Plan for his/ her building or plant. An Area Plan can include many plants, and possibly more than one business unit, so a team effort may be required. The Plan must comply with RI-480. The Plan is posted, reviewed with each newly assigned employee, and provide for visitors who have not been trained in local emergency procedures.

RI-480.5.0 Responsibilities for Local Emergency Action Plans (review)



5.3 RI-341, "Hot Work and General Work Permits" requires a written evacuation plan when hot work is performed in an operating area meeting certain criteria.

5.4 Each Refinery supervisor is responsible for complying with the requirements of this Instruction. If supervising a group new to a plant area, the supervisor advises that group on the Emergency Action Plan for that specific area.



RI-480.5.0 Responsibilities for Local Emergency Action Plans (review)



5.5 Each work group conducts a practice drill annually (notify the Chevron Fire Department ahead of time). The drill simulates a realistic emergency situation with affected employees taking appropriate action, such as shelter-in-place, evacuation, or emergency response. The drill is a walk-through hypothetical emergency designed to test the adequacy of the existing plan and identifies deficiencies. A written summary of the drill and revisions to the plan are reviewed with each employee. RI-465 provides additional information about hypothetical emergencies.

RI-480.5.0 Responsibilities for Local Emergency Action Plans (review)



5.6 Each employee or contractor familiarizes himself or herself with the applicable Emergency Action Plan before entering area or building.

5.7 The Chevron Fire Department Chief or their delegate approves Emergency Action Plans.

5.8 Records of the Emergency Action Plan training and drills are kept by the employee's business unit or organization.



Building Evacuation Guidelines (review)

Due to a building fire, or as instructed by the Senior Supervisor present:

- a. Proceed to the primary meeting location, or closest meeting location outside of the danger area.
- b. The senior employee in charge of assembly sign in shall report the required information by calling ext. 2-5516.
- c. Remain at the meeting location until further instructions are given.
- d. Stay in contact with the Chevron Fire Department
- e. Operating personnel who must remain in the Control Room to secure plants should get breathing air.

Earthquake (review)

In the event of an earthquake:

- a. If indoors, stay there and get under a desk or table.
- b. Stay away from files, shelves, or glass windows.
- c. If outdoors, get away from the buildings, power lines, and tall vessels.
- d. If driving a vehicle, pull over and stay inside.

Note: Be prepared for aftershocks.

